



## Rules of procedure

### Meeting officials

1. The meeting officials are elected by the electoral meeting. They are a meeting chairperson, meeting secretary and two attesters as well as tellers.
2. The assignment of the meeting chairperson is to preside the meeting.
3. The assignment of the meeting secretary is to take minutes for the protocol.
4. The assignment of the attesters and tellers is to propose an electoral roll for the meeting when necessary. For that purpose, they will administer the admission to the meeting. They will also administer polls for closed ballots. As attesters, they will sign the protocol to endorse its validity.
5. The board of UF Uppsala will preside over the meeting until the meeting chairperson is chosen.

### Admittance

1. Time of admission is primarily 10.30-11.00 and after the lunch break.
2. If a participant leaves the meeting, they will have to wait in the waiting room until the meeting will move on to a decision on the point at hand.

### Request to speak

To request to speak, you press the “raise hand”-button in the interaction-menu on Zoom. You are then added to the speaking list.

### Speaking list

1. The principle of first-list of speakers is applied. Whoever speaks for the first time in a debate has priority over those who have already been up in the plenary during the same debate.



2. The meeting chairperson and secretary are responsible for establishing a list of speakers and distributing the word.

### **Speaking times and time frames**

*Presentation:* 5 min

*Debate:* 1 min

*Reply:* 30s

*Candidate speech:* 1 min

*Election Committee Supporting plea:* 1 min

*Debate window:* max 10 min

*Question window for candidates:* max 5 min, can be exceeded if there are several candidates

*Comment window on candidates:* max 5 min, can be exceeded if there are several candidates

### **Reply**

1. The meeting chairperson can grant a reply to those who have been addressed in a speech.
2. Reply is requested and granted in immediate connection to the speech.

### **Point of order**

1. Anyone can demand a point of order on a matter regarding the meeting procedure.
2. A point of order shall be handled immediately.

### **Point of information**

1. Anyone can demand a point of information for clarification of facts being addressed in a speech or remark.
2. A point of information shall be handled immediately.

### **Moving on to Decision**



1. The meeting chair decides when the debate closes and the meeting will move on to a decision on the point at hand.
2. When the debate closes, there is a final window to be put on the speakers list.
3. The meeting chair shall close the debate when there is no one on the speaking list or the point runs towards exceeding its intended frame.

### **Voting**

1. All points when the meeting shall decide for/against a proposal, voting will be performed per acclamation. Members will vote through the Yes/No reaction buttons, and the meeting chairperson will tell the result.
2. Before the chairperson clubs the result, a member can demand vote counting. The tellers will then count the votes on the “participants” screen, and report the results of for/against/abstaining votes to the meeting chairperson, who will announce the result.
3. Before the chairperson clubs a result from vote counting, or in personal elections with competing candidates, voting will be performed with a closed ballot. The tellers will send out a Zoom poll, and report the results to the meeting chairperson, who will club the result.

### **Procedure on Personal Elections**

1. On personal elections, the election committee will begin reading their nomination. The nominees will then hold their speeches, and answer questions.
2. If there is another candidate, they will then hold their speech, and answer questions.
3. When all candidates have answered their questions, they will be put in a breakout room. If a participant has written in the chat beforehand to the meeting chair that they will hold a supporting plea for a candidate who is not proposed by the election committee, they will hold this.



4. There is then a window for participants to comment and endorse any candidate.
5. Candidates are then put back into the meeting for the voting.

### **Reservations**

1. Any voting member has the right to make a reservation to a decision which then will be noted in the protocol.
2. The member makes a reservation by demanding this immediately in the chat to the meeting secretary.